

30 March 1966

MEMORANDUM FOR: Deputy Director of Medical Services

SUBJECT: Report of Ad Hoc Committee for  
OMS Counselling Service

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FOIAb3b The ad hoc committee for OMS Counselling Service met on 30 March 1966. Present were Mr. [REDACTED] and Doctors [REDACTED]. A policy statement regarding this service was drafted, and the statement below is the proposed text for an Employee Bulletin or Agency Notice:

#### OMS COUNSELLING SERVICE

In any complex organization, a Medical Department, with its staff of Physicians and Psychologists, has a role in personnel management to advise supervisors regarding the functional capabilities of their personnel. This responsibility embraces many aspects of employee behavior, aptitude and physical prowess. It can be met within the framework of the confidentiality which exists between doctor and patient. The Medical Department expresses professional opinion only in terms of performance capability without revealing confidential medical information.

To better meet this responsibility, and to better assist Agency supervisors in problems with personnel management, the

Office of Medical Services has established a special counselling service. This service is available, and it will provide professional advice in problems concerning human behavior, aptitudes and capabilities. It can be utilized by supervisors to assist them in the placement and management of their personnel, and by individual employees to assist them with their personal problems.

Inquiries regarding this Counselling Service should be directed to Mr. FOIAb3b, Assistant Registrar, OMS, room 1D4040, telephone 6322.

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Chairman, pro tem.

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